



VENDOR INFORMATION PUBLICATION



www.alabamapublichealth.gov/WIC

A Message from the WIC Vendor Management Branch

Dear Authorized WIC Vendors,

Fiscal Year (FY) 2020 has had its challenges with the ongoing COVID-19 pandemic. We appreciate your efforts and concerns in accommodating our Women, Infants, and Children (WIC) participants. We have addressed many questions and concerns received from you. This has helped us better understand your needs while assisting you in meeting the needs of our participants.

Since the last VIP Training Newsletter, we have completely transitioned from the WIC paper food instruments to the eWIC card. The eWIC card has been beneficial not only to our participants but to you as a WIC Vendor. Many violations that vendors were receiving prior to eWIC are no longer applicable. However, we continue to see violations that can be avoided with proper training. A training video is available on our website and on YouTube. We can also provide refresher training and/or additional training material upon request. The Vendor Team is committed to educating and training you in any area deemed necessary.

We are also excited to announce that we have had some changes to our team. Allison Hatchett became our new WIC Program Director in May 2020. Ashley Johnson was promoted to the Vendor Management Branch Director in December 2019. Finally, Pamala Pace joined us as the Vendor Services Administrator in July 2020.

We are all here to assure your success as a WIC vendor. In turn, we hope you will provide a wonderful customer-centric shopping experience to your WIC customers. Thank you for being a valued part of the WIC Program.

The WIC Vendor Management Branch Team

The WIC Program

WIC is a special Supplemental Nutrition Program funded by the United States Department of Agriculture. The mission of the WIC Program is to improve the health and nutritional status of women, infants, and children during critical times of growth and development. Authorized WIC vendors provide participants access to WIC approved foods to promote good nutrition as prescribed by a health professional.

eWIC...Benefits Evaluator

As you may have noticed, the food benefit balance on the eWIC card serves as the determining factor for all WIC purchases. The eWIC card will only permit the participant to purchase available food benefits. Cashiers should scan the food items presented for purchase to determine whether the food items are WIC approved or available to the participant.



Alabama WIC Approved Foods

Foods offered through the WIC Program provide a good source of nutrients to women, infants, and children participating in the program. These foods include milk, yogurt, eggs, cheese, fruit juice, fortified cereals, peanut butter, canned and dried beans/peas, whole grain bread/pasta, brown rice, fresh fruits and vegetables. For a complete detailed list of the Alabama WIC approved foods, please refer to the WIC Approved Foods Brochure and the Alabama WIC Program Vendor Procedure Handbook. These resources can also be found on our website at <https://www.alabamapublichealth.gov/WIC>.

It is recommended that a WIC Approved Foods Brochure be placed at each register as a helpful tool in assisting cashiers with WIC transactions. These brochures are available free of charge by contacting the State WIC Office.

Important Alabama WIC Approved Food Package Updates

The State WIC Office will be mailing out change sheets on the food package updates for each register in your store. Please see the detailed list of changes to WIC approved cereals.

CEREAL:

- Adding Post Great Grains Crunchy Pecan (16 and 19 oz.).

WHOLE GRAINS:

- Adding the option of purchasing 16 oz. packages of Whole Wheat or Whole Grain Pasta. Any shape. Any brand. No organic.

MILK/YOGURT:

- Adding 1% or Fat Free (Skim) Chocolate Milk gallon and half gallons. Must be specified on shopping list or benefit balance.
- Adding 16 oz. (1 lb.) -- 8 count 2 oz. tubes Yoplait Gogurt or Simply Gogurt.
- Adding ONLY Whole Milk Quarts as a substitute for whole milk yogurt.
- Adding 25.6 oz. dry powdered milk containers.

CHEESE:

- Adding Provolone, Muenster and Combination cheeses to approved types.
- Adding 8 oz. cheeses in block, sliced, string or shredded forms.

CANNED PEAS/BEANS:

- Adding the option of purchasing any brand of 15-16 oz. cans of mature legumes, such as: Blackeye Peas, Black, Pinto, Garbanzo, Red, Navy, White, Great Northern, Lima, Butter and Kidney Beans.

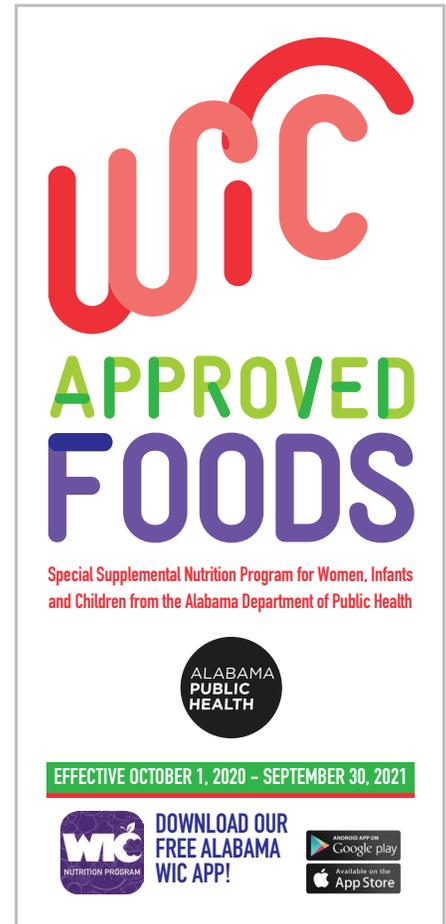
Not Allowed: Vegetables, Added seasonings, fats, meats, oils or sauces, Organic and Creamed style.

Examples: Green Beans, Sweet Peas, Baked Beans and Chili Beans.

4 cans = 1 container on the shopping list or benefit balance.

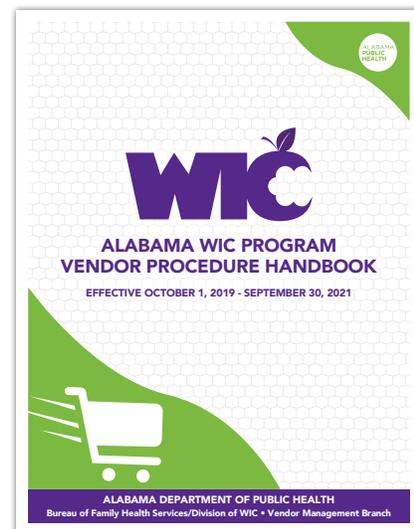
JUICES:

- Adding Welch's 64 oz. Grape with Calcium, White Grape Peach and Super Berry.
 - Adding Ocean Spray 64 oz. Cranberry and cranberry flavored blends.
 - Adding ANY BRAND of 48 or 64 oz. 100% Juice in the following flavors: Orange, Grapefruit, Apple, Grape, White Grape, Pineapple, Cranberry.
- All Juices must be 100% Juice and must have Minimum 72 mg (80%) of Vitamin C per 8 fl oz OR 120% Vitamin C (when mg are not listed on the label).



Know the Minimum Stock Requirements!

As part of the authorization process to become a vendor in the Alabama WIC Program, a vendor must meet the criteria for participation which includes having the minimum stock. Once authorized, your store must continue to maintain the minimum stock. This permits multiple participants to come into your store on the same day and purchase all items available on their eWIC card without depleting your stock. The minimum stock requirements are based on your store's assigned peer group of your store. Vendors are placed in peer groups based on store type and number of cash registers. For a complete list of peer groups and descriptions and a detailed listing of the Alabama WIC Program minimum stock requirements, refer to the Alabama WIC Program Vendor Procedure Handbook pages 18 and 30-33.



Do You Purchase Your Infant Formula from an Approved Source?

All Alabama authorized WIC vendors and those applying to be an Alabama authorized WIC vendor must purchase infant formula from approved sources. You can access the Alabama WIC approved formula supplier list electronically on our website <https://www.alabamapublichealth.gov/WIC>. Select "Vendor Management" from the menu on the left, then "Authorized WIC Vendor Information" which is under the "Already an Authorized Alabama WIC Vendor" heading. The list is located under the heading "Alabama WIC Vendor Publications."

Great Grains Crunchy Pecan

16 oz. Whole Wheat Pasta

8 count - 2 oz. Tubes Yoplait Gogurt

8 oz. Cheeses Now Included

15-16 oz. Canned Beans/Peas

48 or 64 oz. Any Brand Juices

The following foods may be on the shopping list or benefit balance if approved at the WIC Clinic:



Gallon or 1/2 Gallon
1% or Fat Free
Chocolate Milk

*For women and children age 2-5



1 Quart (32 oz.) of
Whole Milk

*Children age 12-23 months

Food Package Reminder

Ensure, Pediasure, Glucerna, and Boost are all WIC approved. The type and amount will be specified on the participants shopping list and should be filled accordingly. Note: These come in 6-packs and must be divisible by six. If available benefits are not divisible by six, please ask the participant to return to their WIC clinic to verify the amount or ask for the additional cans.

eWIC Application Process

1. The Vendor application is received and reviewed for accuracy and completion.
2. The information from the completed application will be entered into our Management Information System.
3. The application file is then given to a Special Investigator to schedule a pre-authorization site visit.
4. The pre-authorization visit is scheduled contingent on the Special Investigators schedules. (vendors will not be notified of date of visit)
5. If the vendor passes the pre-authorization site visit, non-corporate vendors will be sent a pre-approval letter with two blank vendor contracts and a request for an E-Verify Memorandum of Understanding (MOU). Corporate vendors will only be requested to provide an updated E-Verify MOU adding the new store. The vendor contract for the corporation should already be on file.
6. Non-corporate vendors should mail back both contracts signed, along with the MOU. Corporate vendors should send an updated MOU.
7. Once all documents are received, training will be scheduled by the local WIC clinic.
8. After the completion of training, the vendor will be assigned and notified of their vendor number. The Level III Certification of the cash registers will be scheduled.
9. Immediately following a successful Level III Certification, the vendor can accept WIC.



**ALABAMA DEPARTMENT OF PUBLIC HEALTH
WIC VENDOR APPLICATION**

Return Completed Applications to: Alabama Department of Public Health Bureau of Family Health Services WIC Division, Suite 1300 The RSA Tower P. O. Box 303017 Montgomery, AL 36130-3017	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">FOR WIC USE ONLY</th> </tr> <tr> <th style="width: 70%;">Date</th> <th style="width: 30%;">Initial</th> </tr> </thead> <tbody> <tr> <td>Reviewed</td> <td>_____</td> </tr> <tr> <td>Store Inspection</td> <td>_____</td> </tr> <tr> <td>Store Type</td> <td>_____</td> </tr> <tr> <td>% of Staple Foods</td> <td>_____</td> </tr> <tr> <td>Hardship (circle)</td> <td style="text-align: center;">YES/ NO</td> </tr> </tbody> </table>	FOR WIC USE ONLY		Date	Initial	Reviewed	_____	Store Inspection	_____	Store Type	_____	% of Staple Foods	_____	Hardship (circle)	YES/ NO
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% of Staple Foods	_____														
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Note: A vendor application must be completed for each store owned, including each entity of a chain operation. Only completed applications will be processed.

STORE INFORMATION

1. Store Name: _____

2. Physical Location of Store:

City: _____	State: _____	Zip: _____	County: _____
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3. Mailing Address (if different from physical location):

City: _____	State: _____	Zip: _____
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4. Store Area Code and Phone Number: _____

LICENSING INFORMATION

5. Federal Tax Identification Number: _____

6. SNAP Authorization Number: _____

7. Alabama Department of Public Health Food Permit Number: _____

OWNERSHIP INFORMATION

8. Select the legal structure of this business from the selections below:
 The Name of the Corporation or LLC Must be Included or the Application will not be Processed

Corporation Name: _____

Individual (Sole Proprietorship)

Limited Liability Company (LLC) Name: _____

Partnership

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ADPH WIC Vendor Application (Rev. 10/19)

Do You Know if Your Store is Violating the Vendor Sanction Schedule?

It is very important to be familiar with the vendor sanction schedule to ensure your store is in compliance. Program violations are separated into categories by the seriousness of the violation. Refer to the Alabama WIC Program Vendor Procedure Handbook pages 28-29 or your WIC vendor contract for a complete list of violations.

Providing Incentive Items is Strictly Prohibited

The Alabama WIC Program prohibits the use of incentives to entice WIC participants to shop at a particular store. Vendors who use advertisements to solicit the business of WIC participants, and/or offer incentives or delivery services will be subject to contract termination.

Incentives are defined as any item, service or gimmick used to solicit the patronage of a WIC participant. Incentives include free or complimentary gifts such as but not limited to diapers, free deli meals, other services, etc. offered exclusively to WIC participants.

WIC Program Fraud or Abuse... What Should You Do?

If you suspect a WIC customer or another vendor is abusing the Alabama WIC Program, contact the State WIC Office at 1-888-942-4673. We take all complaints about program abuse seriously. Investigations are conducted on all complaints received.



ALABAMA WIC PROGRAM
PRICE INCREASE REQUEST FORM

I am notifying the State WIC Office that the vendor listed below has had a **price increase of more than 10 cents** for the following WIC approved food item(s):

WIC Food Item	Size	Current Survey Price	New Survey Price

STORE INFORMATION

Store Name:		Vendor Number:	
Street Address:			
City:	State:	Zip:	
Vendor Representative (Print):			
Representative Title (Print):			
Signature:		Date:	
Contact Telephone Number:			

The State WIC Office will not accept prices that exceed the current price maximum. You will be notified if your prices exceed the current price maximum.

Mail or fax completed form to:
Debbie Free
ADPH – WIC Division
P.O. Box 303017
Montgomery, AL 36130-3017
Fax: (334) 206-2914

Submit form to the State WIC Office at least five (5) days prior to new price effective date.

DO NOT WRITE BELOW THIS LINE

STATE WIC OFFICE USE ONLY

Date Received: ____ / ____ / ____

When the price on a product increases more than ten cents from the price submitted on the latest WIC Semiannual Vendor Price Survey, the increase should be reported. Price increases must be reported on the Price Increase Request Form which is available on our website <https://www.alabamapublichealth.gov/WIC>.



The Training Acknowledgement Form should be signed by all employees yearly after watching the training video and/or reading the VIP training edition. In addition, all new employees should watch the training video and sign and date the form.

What do you do if... Your Store Closes, is Sold, Business Structure Changes??

The State WIC Office must be notified in writing no less than 15 days prior to any changes in information to include, but not limited to, change in name of store, ownership, management, business structure, or closing. The effective date must be specified in the letter. In addition, the State WIC Office must be notified 15 days prior to the store being sold. A vendor contract is not transferable from one owner to another.

See page 18 of your Alabama WIC Program Vendor Procedure Handbook or your Alabama WIC Vendor Contract for additional information.



Alabama WIC Approved Food

Proper placement of WIC shelf labels can make the WIC customer's shopping experience easier. Be mindful when placing the shelf labels and ensure that labels are under WIC approved foods only.

Need Supplies? Have Questions? Contact Us.

If you are in need of shelf labels, Alabama WIC Program Vendor Procedure Handbooks, WIC Approved Foods Brochures, or window clings, call the State WIC Office to request these items at no cost to you. In addition, if you have questions or concerns that you cannot find an answer to in your Alabama WIC Program vendor resources, you may contact the State WIC Office by phone 1-888-942-4673 or by fax (334) 206-2914.



CHECK OUT THE ALABAMA WIC APP!

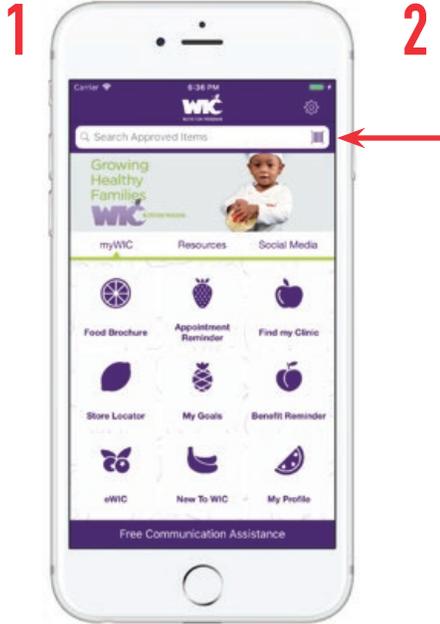
Access the WIC Approved Foods Brochure and stay connected with social media posts and current WIC news.

You Can Submit UPC Codes Via The Alabama WIC App

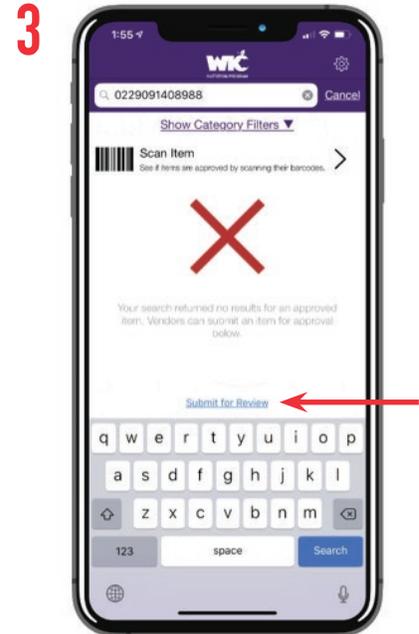
Follow these simple instructions:

Download the WIC App from your phones App Store.

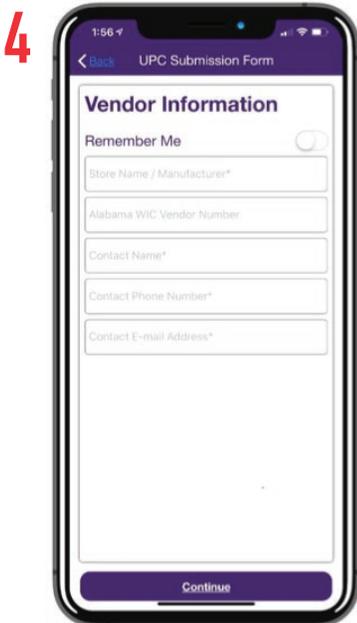
From the home page you can search to see if an item is Alabama WIC approved by using the Search Bar. From the Search Bar you can scan the UPC or search by product name or category to see if the item is in Alabama's Approved Product List (APL) file.



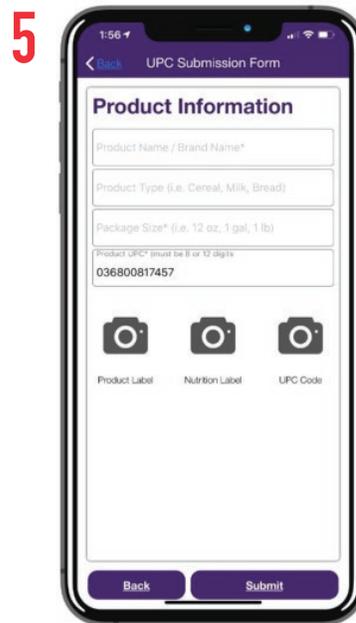
#1. Click in Box to Scan



#3. X- Item not in the APL - Simply select the "Submit for Review" Button and Follow the instructions only if you believe it's a WIC approved item. **Do not submit fresh fruits and vegetables. The UPC must be mapped or linked by the store. Visit: <https://www.alabamapublichealth.gov/wic/ewic-vendors.html>**



#4. On the Vendor Information screen, you will enter your vendor information. You will need your store's 5-digit Alabama WIC Vendor number. NOTE: Enable the Remember Me function so that you will only have to enter your Vendor Information on your initial submission.



#5. You will then complete the UPC Submission Form by entering the product information and submitting photos as indicated on the Submission Form. You must submit the images of the front label, the nutrition label, and the UPC. NOTE: These images do not remain in your device's photo gallery. They are just used for the app submission.

Alabama WIC Program UPC Submission Process

If you have items that are not scanning that you believe are WIC eligible based on the current Alabama WIC Foods Brochure, submit these items for consideration. Complete the Alabama UPC Submission Form and email: alwicupc@adph.state.al.us or submit foods through the Alabama WIC app. The form must be completed in its entirety for the submission to be considered. Submissions are not a guarantee of placement on the Alabama APL. Visit <https://www.alabamapublichealth.gov/wic/ewic-vendors.html> & click on the Alabama UPC Submission Form Under Alabama WIC Program UPC Submission Process.

Alabama UPC Submission Form

For UPC submission complete the following form. For each submission a separate form is required. Fields denoted by * are required.

Store Name / Manufacturer*	Alabama WIC Vendor Number
<input type="text"/>	<input type="text"/>
Contact Name *	Contact Phone Number*
<input type="text"/>	<input type="text"/>
Contact E-mail Address*	
<input type="text"/>	

Item Description

Only one item per form

Product Name / Brand Name*	Product Type (i.e. Cereal, Milk, Bread)
<input type="text"/>	<input type="text"/>
Package Size* (i.e. 12 oz, 1 gal, 1 lb)	Product UPC* (must be 8 or 12 digits)
<input type="text"/>	<input type="text"/>

Required attachments include images of :

1. Product label (front of package)
2. Nutrition label (must include nutrition facts and ingredients)
3. UPC Code

E-mail the completed form and the required attachments to: alwicupc@adph.state.al.us

For State Use Only

Date	Approved	Denied	Denied Reason	Authorized WIC Staff
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>



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